

DEPARTMENT OF HUMAN SERVICES
DIVISION OF JUVENILE JUSTICE SERVICES
POLICY AND PROCEDURES

Policy No.: 01-09	Effective Date: 12/05/03	Revision Date: 10-30-13
Subject: Dress Code		

I. Policy Statement

Division staff shall maintain a professional appearance in dress, hygiene, and grooming appropriate for their specific work assignment and duties.

II. Rationale

The purpose of this dress code is to establish a standard of dress and grooming for Division staff that promotes a professional image, promotes public confidence and ensures safety and security.

III. Procedures

Program Directors along with Assistant Program Directors may develop additional dress code protocol for their programs. These standards are to ensure safety and security, address specific working conditions and accommodate programming. Any additional standards must be clearly defined in program Operations Manuals and receive approval from the Division Director and/or the Executive Management Team.

A. Minimum Standards of Dress and Appearance

The following expectations are applicable to all settings and work conditions:

1. Clothes must be clean and in good condition.
2. Hair must be neat, clean, well groomed, and maintained in a professional manner.
3. Footwear is to be appropriate for the assignment; all footwear must be clean and free of holes due to wear. Program restrictions on footwear must be addressed in each program's Operations Manual.
4. Body piercing (nose, tongue, lip, eyebrow and face or other body parts) are not to be visible;
 - a. No more than 2 earrings per ear are allowed at work,
 - b. Open ear gauges cannot exceed a size 18,
 - c. If ears are currently gauged and larger than size 18, plug gauges are required at work.
5. Sunglasses, hats, beanies, or any form of hood that covers the head are not to be worn indoors. Any head covering that obscures or covers the face is not to be worn when outside on the grounds of a facility or program.

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6. Pants may not sag; Bras and underwear are not to show.
7. Body art (tattoos) that depicts profanity or is of a sexually explicit nature must not be visible. No new visible tattoos or body art on the neck, face or head.
8. Tank tops, cut-offs, and flip-flops are not permitted.
9. Jewelry shall be consistent with professional appearance and meet expectations that consider safety and security for the assigned job location.
10. In order to present a professional image, both male and female staff will not wear clothing that is sexually provocative in nature. Examples are: see-through clothing, mini-skirts, low-cut shirts or blouses, shirts or blouses revealing bare midriffs, or overly tight-fitting clothing.

B. Working Conditions and Programming

Staff supervising work crews, physical recreational activities (i.e., sports, outdoor games, school P.E. etc.), outdoor service projects, and team building activities (i.e., hiking, rope courses, etc.) are permitted to wear the following attire with approval:

1. Short pants may be worn (permitted the short pants do not create a potential hazard for a work-related injury) Short pants shall be no more than two inches above the knee when sitting and must be of the design and style that are sold as short pants.
2. T-Shirts may be worn (permitted they do not have profane or explicit pictures or words).

C. Community Interaction

Staff shall present themselves in neat, clean and professional attire when representing the Division for trainings, conferences, during field visits, and when involved with families of juveniles in the care, custody, and/or control of the Division. Dress expectations include:

1. Slacks, jeans (no holes). Short pants are not permitted.
2. Business professional dresses, skirts, or mid-calf or longer women's Capri's (no holes).

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3. Business professional pants.
4. Collared shirts, non-collared dress shirts.
5. Dress sweaters.
6. JJS logo shirts.
7. Dress sandals are permitted but must have a back, back-strap and/or heel.

D. Professional Interaction

Staff shall present themselves in neat, clean and professional attire when representing the Division at court hearings, YPA hearings, multi-agency staffing, any business at the State Office, and when acting as a presenter or trainer at conferences. Dress expectations include:

1. Dress shirt with collar.
2. Slacks.
3. Tie (in court and YPA hearings), dress belt, dress shoes and socks for men are required.
4. Dresses or dress skirts,.
5. Suits, dress pants, business professional women's Capri's (minimum, mid-calf).
6. Dress blouses (sleeveless dress blouse must reach the shoulder).
7. Dress shoes and/or dress sandals (with a back, back-strap and heel) for women are required.

E. Crisis Intervention Training

1. Long pants, sweat pants, sweat Capri's, warm-ups, knee length short pants, and T-Shirts with sleeves will be permitted.
2. Instructors have the right to ensure modesty and safety of participants. They reserve the right to refuse training to staff that are not dressed appropriately and will contact the staff's supervisor for possible dismissal from the training.

F. Annually each staff will receive training on the Division Dress Code, and specific program amendments (Operations Manual), and shall sign the Statement of Understanding to be placed in their personnel file.

G. It is the supervisor's responsibility to assure that staff are dressed in accordance with the Dress Code, and enforce dress code standards in their respective programs.

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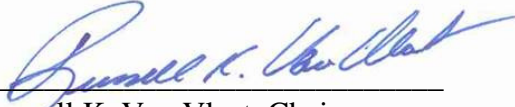
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- H. Staff whom are determined by their supervisor to be inappropriately dressed will be sent home and directed to return to work in proper attire. Such time spent away from work will not be compensated.
- I. Failure to adhere to this dress code may result in disciplinary action, up to and including termination.

IV. Continuous Renewal

This policy shall be reviewed every three (3) years to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.


This policy has been reviewed by the Board of Juvenile Justice Services and is approved upon the signature of the Director.



Russell K. Van Vleet, Chair
Board of Juvenile Justice Services

10/30/13

Signature Date



Susan V. Burk, Director
Division of Juvenile Justice Services

10/30/13

Signature Date